

Department of Children and Families
JOB OPPORTUNITY
SECRETARY 1
MANCHESTER AREA OFFICE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: MANCHESTER
Job Posting No: SB46666MC
Hours: 1st Shift: Monday-Friday (40 hours)
Salary: \$ 1,587.74/bi-weekly
Closing Date: July 24, 2014

Eligibility Requirement:

Candidates must have applied for and passed the SECRETARY 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Duties consistent with the SECRETARY 1 job classification.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software, ability to take notes (shorthand, speedwriting or other method acceptable to supervisor).

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested candidates must submit a complete State application (CT-HR-12), resume, letter of intent, and three letters of reference from current or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references. Please reference posting number SB46666MC in all correspondence. Applications packets may be mailed to the address listed below or faxed to 1-860-418-8005.

DEPARTMENT OF CHILDREN AND FAMILIES
364 West Middle Turnpike
Manchester, CT 06040
ATTN: Letonia Wright
FAX # 860-418-8005

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.